



## New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	126	Manual Of Requirements For Family Child Care Registration	8/25/2009
Subchapter:	2	Administration Of Sponsoring Organizations	
Section	2	<b>Administrative responsibility (N.J.A.C. 10:126-2.2)</b>	

### §10:126-2.2 Administrative responsibility

(a) A privately operated sponsoring organization shall have a governing board that has the authority to:

1. Set overall administrative and operational policies for the sponsoring organization;
2. Ensure the financial viability of the sponsoring organization;
3. Establish policies pertaining to, but not limited to:
  - i. Program services; and
  - ii. Personnel recruitment, selection, training and performance evaluation; and
4. Oversee fiscal operations, including budget and resource development.

(b) A publicly operated sponsoring organization shall have an advisory board or committee that offers advice and counsel to the sponsoring organization on the fiscal and administrative operation of the family child care registration program.

(c) The sponsoring organization shall delegate responsibility for day-to-day operations to an executive director or administrator and clearly delineate in writing the respective duties of the governing or advisory board and of the executive director or administrator.

(d) The sponsoring organization shall appoint an appeals committee, which shall:

1. Hear appeals made by providers or provider applicants on actions taken by the sponsoring organization to deny, suspend, revoke or refuse to renew a Certificate of Registration;

2. Exclude from its membership staff members responsible for decisions regarding the denial, suspension, revocation or refusal to renew a Certificate of Registration; and

3. Maintain on file documentation of its findings, as specified in N.J.A.C. 10:126-2.4(a)1ix.

(e) The sponsoring organization shall provide family child care registration services throughout all municipalities in its designated geographic area.

(f) The sponsoring organization may subcontract for the provision of services to providers and/or provider applicants. The sponsoring organization shall ensure that:

1. An agency under subcontract complies with all applicable requirements of the Manual of Requirements in the delivery of services to providers and/or provider applicants;

2. An agency under subcontract to register providers does not deny a Certificate of Registration to any provider applicant who is in full compliance